

SUBJECT: ADS Chapter 577, Information Technology Capital Planning and Investment Control, Substantively Revised

NEW MATERIAL: This notice announces that ADS Chapter 577, Information Technology Capital Planning and Investment Control (CPIC), has been substantively revised. ADS 577 contains the policy directives and required procedures for planning, budgeting, and managing USAID's capital information technology (IT) assets.

EFFECTIVE DATE: 04/01/2005

ATTACHMENT: [ADS 577](#)

POLICY

USAID/General Notice
A-AA/M
06/06/2005

Subject: ADS Chapter 577, Information Technology Capital Planning and Investment Control Substantively Revised

This notice announces that ADS Chapter 577, Information Technology Capital Planning and Investment Control (CPIC), has been substantively revised. ADS 577 contains the policy directives and required procedures for planning, budgeting, and managing USAID's capital information technology (IT) assets. It also outlines the Agency's CPIC process, which is a decision-making process for ensuring that the selection, use and evaluation of IT investments includes the consideration of Agency mission and business needs along with strategic planning, budgeting, procurement, and other management concerns.

The chapter has been changed in several ways. For example, we have:

- Added a quarterly review process for IT investments;
- Simplified and streamlined IT investment selection criteria;
- Added the option of establishing a technical panel to advise the CPIC Subcommittee in its review and selection of IT investments;
- Inserted cross-references to the Office of Management and Budget (OMB) budget planning document, OMB Circular A-11, Exhibit 300 to facilitate the CPIC Subcommittee's review of investment proposals;
- Inserted explicit policy positions on certain matters related to IT investment selection; and
- Converted certain reports from MS Word to Excel spreadsheet format for ease of use.

As a result, we have substantially revised the following:

577.2	Primary Responsibilities
577.3.1.1	Submitting Investment Documentation
577.3.2	Guiding Principles and Essential Requirements of the CPIC Process
577.3.4	CPIC Process: Investment Stages, Responsibilities, Actions, and Outputs
577.3.5.3	Components of Table 3, CPIC Decision Criteria and Score Sheet (was 577.3.5.4)
577.3.5.4	Applying Table 3, the CPIC Decision Criteria and Score Sheet (was 577.4.5.3)
577.4.1	External Mandatory References
577.4.2	Internal Mandatory References

The following are new:

577.3.5.2	Technical Advice in Scoring Business Cases
577.3.6	Periodic Reviews of IT Investments
577.3.7	Quarterly Reviews for Level II and III Investments
577.3.7.1	The Quarterly Investment Review Process
577.3.8	The Quarterly Investment Review Process for Level II and III Investments
577.3.8.1	The Quarterly Investment Review Steps
577.4.2	Internal Mandatory References:

- Table 3a, CPIC Technical Panel Review Criteria and Suggested Scores
- Table 4, The Quarterly Investment Review Steps (Overview)
- Summary Sheet 2, which records Technical Panel summary scores
- Summary Sheet 4, which records the CPIC Subcommittee total and average scores for IT investments; and
- Summary Sheet 5, which lists IT investments under CPIC review

577.5.d	Reference to Additional Help, "GAO Executive Guide, Information Technology Investment Management"
577.6	Definitions of "benchmark", "capital assets", and "investment levels."

The revised chapter and Internal Mandatory References are attached.

Point of Contact: Any questions concerning this notice may be directed to Margaret A. Miller, M/MPPA, (202) 712-1054.

This chapter and its attachments are posted to the Notice database system. Within 7 business days (if not sooner), the chapter and its attachments will be posted the ADS website.

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File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0503_060805_nocd	06/06/2005	04/01/2005			This IU will be cancelled once CD 40 is released.

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